

# SUBMITTING CRIMINAL RECORD CHECK REQUESTS

Include the facility ID number on each Criminal Record Check (CRC) request. Facility ID numbers begin with a letter (A, B, H, N, Z, Q) and are followed by six digits. (Example: N002001)

The Health Occupations Credentialing CRC Unit, processes requests for Certified Nurse Aides, Medication Aides, Home Health Aides and other non-licensed / non-certified adult care home personnel. Job classifications are listed at the bottom of the request form.

**The “Administrator” job classification listed does not apply to Facility Administrators of Adult Care Homes.**

Home Phone  Work Phone

Certificate # (if applicable)

**Job Classification:** Determine the correct job classification for the applicant and Insert the three letter abbreviation in the box.

Activities Staff	ACS	Food Service Worker	FSW	Medical Records Staff	MRS
Administrator	ADM	Home Health Aide	HHA	Operator	OPR
Business and Administrative	BAS	Home Health Aide Trainee	HHT	Paid Driver	DRV
Certified Medication Aide	CMA	Housekeeping	HSK	Paid Nutrition Assistant	PNA
Certified Nurse Aide	CNA	Human Resources Staff	HRS	Personnel Staff	PER
Nurse Aide Trainee	NAT	Laundry Workers	LDW	Restorative Aide	RSA
Chaplain	CHN	Maintenance Worker	MTW	Social Service Designee	SSD
Clerical Staff	CLS	Marketing Staff	MKT	Volunteer Coordinator	VLC
				Wellness Staff	WEL

FORM C - REV - 6/06

Completed by  Date

Registered Nurses and Licensed Practical Nurses are **not** processed by the Health Occupations Credentialing CRC Unit. Criminal record check issues pertaining to RN's and LPN's should be directed to the Kansas State Board of Nursing by calling

(785) 296-4929 or by logging onto: [www.KSBN.org](http://www.KSBN.org)

Although electronic payments and on-line requests will be implemented in the future, CRC requests are currently submitted by mail along with payment of 10.00 for each request.

**[CRC REQUEST FORM 062006.pdf](#)**

Prepaid criminal record check request forms are also available, and may be ordered in quantities of five or more. Pre paid forms are numbered and carbonized for easy tracking and record keeping. Please allow a minimum of two weeks for order processing and delivery.

**[PREPAID CRC ORDER FORMS.pdf](#)**

For additional information regarding pre-paid orders, please contact:

Dana Derrick (785)296-0446 or Kathy Fritts (785) 296-6877